

## Mini-Grant Checklist

Applicants must provide complete information on all forms, authorized signatures where indicated, assurance that the application is legally binding, and support documents (as requested) to allow for a uniform review of applications.

Submit all requested materials only. Please do not submit additional materials that have not been requested. Submitting additional information can make your application ineligible.

**All first time applicants should provide items 1 - 3** (if applicable) These materials will remain on file in the JCAC office, recording eligibility of your organization to apply for funding in the future. Update documents on file if there has been a change of leadership or status of the organization.

- \_\_\_\_\_ 1. Articles of Incorporation or Enabling Legislation - 1 copy  
(Resubmit if it has been revised since last submitted to the IAC)
- \_\_\_\_\_ 2. IRS Determination Letter of Tax Exempt Status - 1 copy  
(Resubmit if it has been revised since last submitted to the IAC)
- \_\_\_\_\_ 3. Annual Compliance Audit - 1 copy

**All applicants should provide items 4 - 8.** ( 8 copies of each item are required for complete application)

- \_\_\_\_\_ 4. Application Forms (pages 1 through 6) and Narrative Responses
- \_\_\_\_\_ 5. Financial Statement for most recently completed year. (This is an unaudited document, not an audit)
- \_\_\_\_\_ 6. Project Manager Resume
- \_\_\_\_\_ 7. Project Timetable as requested on page 3 of the application.
- \_\_\_\_\_ 8. Printed Promotional Materials that illustrate the quality of past programming (limit of 3 items) (Optional)

Format of the completed packets for applications:

- \_\_\_\_\_ Complete applications with all sections required included in each set.
- \_\_\_\_\_ **8** complete sets (one with original signatures by the authorizing official for the applying organization. Seven additional copied sets may be photocopied, but must be legible).
- \_\_\_\_\_ All sections are typed.
- \_\_\_\_\_ Each set is stapled in the left corner with 3 holes punched on the side for use in a standard 3-ring binder.
- \_\_\_\_\_ No materials (including folders or covers) that were not requested are included in the packet.

**Deadline for all applications: Tuesday, April 1, 2005 by 4:30 pm.**

## **How to Complete and Submit an Application**

### **A. GETTING STARTED**

Please read the guidelines, instructions, and application form before beginning. Contact the Jasper Community Arts Commission if you have any questions. Jill Watson, Regional Services Coordinator, is available to respond to questions by telephone (482-3070), e-mail ([region11@ci.jasper.in.us](mailto:region11@ci.jasper.in.us)), or in person (by appointment).

### **B. ABOUT GRANT WRITING**

Grant writing does not require specialized training or expertise. To assist all applicants, the Regional Arts Partner will conduct information sessions and offer one-on-one consultations. In addition, staff members are only a phone call away if you have any questions about information contained in this packet. Staff members are eager to help you present your proposal in the best possible light for panel review. **Successful grant applications contain clear, concisely written descriptions of arts programming, agency operations and management, and community outreach that demonstrate how a grant proposal meets all guidelines and evaluation criteria.**

### **C. HELPFUL HINTS**

- Read the guidelines thoroughly before you begin to write the application. Call the JCAC for clarification or with questions.
- Remove the application form from this packet and photocopy it several times before attempting to complete. This allows you to make revisions and complete a rough draft before transferring the information into a typed draft.
- Write the application with the assumption that its reader does not know the applicant organization. Avoid jargon or abbreviations that are not familiar to the general public.
- Have someone not closely associated with the applicant organization read a draft of the application to see if it communicates what is intended.
- Construct your budget based upon artistic and organizational goals. Estimate your expenditures and revenues realistically. You will be required to provide a modified budget based upon the actual award figures, and will need to explain how your project will be altered due to a change in funding.
- Keep a copy of the completed, signed application for your files. It is a good idea to maintain a file containing copies of all materials gathered for each grant application, as well as documentation that may be required of the organization for the Final Grant Report required following the close of the project or the grant period.

## GENERAL INSTRUCTIONS

1. All applications must be typed or computer-generated. Handwritten applications will not be accepted. Use typeface or fonts no smaller than 10-point.
2. Copies should be two-sided, if possible. Make sure the photocopy is clear and readable.
3. Submit **8 (eight)** completed application sets. One set must have an original ink signature of the organization's Authorizing Official on page 1 (Section C) and also on page 7 (Section H). The other copies may be photocopied, however they must be legible.
4. Staple each application set together in the upper left-hand corner. Punch 3 holes along the left edge for use in a 3 ring binder. Your applications will be reviewed along with many others. Misplaced pages from your application will lead to a lower panel score as well as a decrease in funding of your request.
5. Submit only the requested information and materials. Including additional materials can make your application ineligible. Use the checklist included in this packet to assure you that all materials have been included in the application.
6. Apply by the appropriate deadline; All grant applications are due by 4:30 pm on April 1, 2005. **Late applications will be returned without further consideration.** Applications completed prior to the due date may be reviewed for accuracy earlier and permitted additional time to correct missing items.
7. Call the JCAC, (Jill Watson 482-3070) if you have any questions, or to find out information about the grant writing workshops scheduled around the Region.

Good Luck with your applications, and also with your projects!